

Lebanon Board of Finance
Minutes of July 10, 2008 Regular Meeting

Members present: Liz Charron, Glen Coutu, Linda Finelli, Gregg Lafontaine, Betsy Petrie, Chuck Haralson (alt.) and Phil Johnson (alt.)

Members absent: Lori Wesolowski, Svea Meyer

Item A. Call to Order

Meeting was called to order at 7:30 pm by Liz Charron, Chairman. Chuck Haralson was designated to vote for Lori Wesolowski.

Item B. Minutes of Previous Meeting

G. Lafontaine moved to accept minutes of the June 12, 2008 regular meeting. G. Coutu seconded. Passed with 3 ayes and 3 abstentions.

Item C. Correspondence

The Board of Finance was copied on a letter from the Computer Tamers to the Board of Selectmen.

Item D. Monthly Expenditures/Payment of Bills

The Board reviewed the year to date expenses through June 30, 2008. Numbers were not final at this point. The Board decided to hold a special meeting on July 24, 2008 to determine adjustments to be made.

C. Haralson made a motion to authorize the chairman to send a copy of the approved budget for FY 2008 – 09 to each department with a memo requiring each to adjust their line item budgets to total the approved budget amount and to return this by September 1, 2008. If they have questions about their budgets, they may contact the Board of Finance. L. Finelli seconded. Passed unanimously.

A discussion took place about the need for documented policies for departments, commissions and committees to adhere to regarding finances and budgeting. P. Johnson suggested adding a statement on quarterly reports distributed to departments, commissions and committees that invoices must be submitted to the Finance Office in a timely fashion.

Item E. Old Business

None discussed.

Item F. New Business

1. C. Haralson made a motion to add a discussion on banking relationships to the agenda. Seconded by L. Finelli. Passed unanimously. L. Charron explained that we had been approached by Bank of America and Savings Institute asking to meet with us to talk about new services they have for municipalities. B. Petrie made a motion to establish a Banking Relationship subcommittee to evaluate our needs

and what bank can meet them efficiently and in the most cost effective way. G. Coutu seconded. Passed unanimously. L. Wesolowski will be asked to chair this subcommittee. P. Johnson and C. Haralson will be the other members.

2. G. Coutu made a motion to add to the agenda an item to discuss the recent budget process. C. Haralson seconded. A discussion of concerns and suggestions pursued. Some topics discussed were:
 - a. We spent an inordinate amount of time on small budgets.
 - b. We need to keep on task more.
 - c. We don't need to require everyone to present their budgets. There should be a threshold.
 - d. We could request that a letter be submitted with the budget to highlight information instead of requiring the person to attend.
 - e. We need to look at the info that has been submitted in the past to determine which areas need to provide more information and talk to those areas.
 - f. We may want to consider holding budget meetings during the day on a few Saturdays in a large public place to shorten the timeline and make it easier for people to attend the sessions.

B. Petrie made a motion to establish a Budget Process Subcommittee to review our process and bring recommendations back to the Board. Seconded by C. Haralson. Passed unanimously. G. Coutu will be chairman and G. Lafontaine and L. Finelli will be members.

Item G. Other

C. Haralson inquired about the status of the budget for the Senior Center. L. Charron said she had a conversation with Geri McCaw about the budget they submitted. Liz will have Geri come to a future meeting to present the budget.

Item H. Adjourn

B. Petrie made a motion to adjourn. Seconded by G. Coutu. Passed Unanimously. Meeting adjourned at 9:07pm.

Respectfully submitted,

Liz Charron